

MEMORIAL HALL - INTERNAL BOOKING FORM

Name: Sharon Williams

Department/Section: Planning

Address: Contact Centre 16 Lord St. Wym

Telephone Number: 01298785

Type of Event: Planning Hearings

Date Required: 17/11/17

Period Required: 1 Day

Cost Code: PXA 301

Room Required:

Combined Halls ☐

Main Hall ☐

Side Hall ☒

Other requirements:

Tea/Coffee ☐

Water ☒

Buffet ☐

Screen ☐

Flipchart ☐

Mic ☐

Estimated Number Attending: 15

Layout Required: U shaped table / rows behind

If unsure of layout at time of booking, please ensure you inform hall staff 1 week prior to your event.

Additional Information: _____

Signed: Shelley Date: 1/2/17

Return to:

Memorial Hall, Bodhyfryd, Wrexham LL12 7AG or rachel.yoxall@wrexham.gov.uk